

DUTIES OF PDG EDITOR

*** Major RPP production tasks

- Literature search;
 - + Arrange with literature searchers new literature search;
 - + Input literature search into database;
 - + Assign papers if multiple encoders per particle;
 - Allow customized choice for one of the B-meson encoders;
 - + Create lists for encoders and overseers;
 - + Post new literature assignments on web;
 - + Verify all links point to papers in SPIRES or are available on journal online pages;
 - + Notify SPIRES about RPP papers not in their database;
- Encodings:
 - + Encode reference details,
 - + Prepare instructions for encoding: replace TEX and references with PDG macros, etc.;
 - + Add new particle, decay mode, and/or new node if needed;
 - + Encode measurement, comment, footnote;
 - + Create new fits, add nodes to existing fits if needed;
 - + Perform fits, averages, create ideograms etc.;
 - + View encoding in the printed form;
 - + Adjust column sizes, if needed;
 - + Create new particle listing;
 - + Post new listing for checking;
 - + Inform encoder/overseer the listing ready for checking;
 - + Iterate corrections and adjustments;
 - + Periodically create and post Summary Tables and Conservation Laws;
 - + Rearrange/update existing measurements;
- Verifications;
 - + Prepare verifications per paper;
 - + Prepare verifications per experiment;
 - + Convert to pdf;
 - + Create verifications web pages;
 - + Post and check;
 - + Email requests for verifies;
 - + Update encodings if changes/corrections suggested by verifiers;

- Reviews;
 - + Adopt all reviews to local plain TEX processing;
 - + Create individual tar archives;
 - + Post the archives for download;
 - + Process modified/new reviews and post for refereeing;
 - + Convert new/revised reviews from LaTeX, MS-World, RevTEX, etc. to RPP TEXsis;
 - + Iterate corrections and modifications;

- Monitoring progress;
 - + Establishing status of papers for encodings;
 - + Communicating outstanding papers to overseers;
 - + Checking status of reviews;

- Book production:
 - + Perform final:
 - fits;
 - averages;
 - momenta calculation (pdecay program);
 - other calculations, e.g. decay times (fincom program);
 - create ideograms;
 - + Prepare:
 - history plots;
 - abstract;
 - authors list;
 - consultants list and other parts of introduction;
 - highlights of the edition;
 - illustrative key;
 - list of abbreviations (abbrev program);
 - summary tables for each sections: bosons, leptons, etc.;
 - tabular summary of mesons and baryons;
 - tests of conservation laws (conlaw program);
 - individual reviews;
 - listings with ideograms and data driven reviews;
 - contents: main and per section;
 - compose index;
 - setup color figures section;
 - + Pagination (manual formatting);
 - + Quality control;
 - + Posting of materials for the publisher;
 - + Communications with the publisher;
 - + Mailing lists;

- Web edition of RPP;
 - + Prepare in the web form:
 - history plots;
 - abstract;
 - authors list;
 - consultants list and other parts of introduction;
 - highlights of the edition;
 - summary tables for each sections: bosons, leptons, etc.;
 - tabular summary of mesons and baryons;
 - tests of conservation laws;
 - individual reviews;
 - listings with ideograms;
 - + Create the particles and reviews contents pages;
 - + Prepare list of figures in reviews for download;
 - + Quality control;

- Booklet production;
 - + Reviews;
 - adopt all reviews to local plain TEX processing in the booklet format;
 - create individual tar archives;
 - post the archives for download;
 - iterate corrections and modifications;
 - + Prepare in the booklet form:
 - authors list;
 - summary tables for each sections: bosons, leptons, etc.;
 - tests of conservation laws;
 - individual reviews;
 - inside/outside front and back covers;
 - + Quality control;
 - + Posting of materials for the publisher;
 - + Communications with the publisher;
 - + Mailing lists;

- Post production tasks:
 - + Tag entries as published;
 - + Archive fit average values and units;
 - + Tag/archive production environment, database, source files;
 - + Revert checked to not-checked publication flags;

- Errata;

For listings or summary tables:

- + Check where the entry is listed in the listings, summary tables in RPP book, booklet, and web posted files;
- + Identify the main database entry to be modified;
- + Establish if the entry propagates onto other values;
- + Correct entry in the production and pdgLive databases;
- + Prepare corrected files for posting;
- + Replace the affected files;
- + Add an entry to errata file;

For a review:

- + Check where the entry appears in RPP book, booklet, and web posted files;
- + Correct the source files and create corrected review;
- + Replace the affected files;
- + Add an entry to errata file;

*** Other computing tasks

- Coordinate PDG mirrors updates / setup;
- Create RPP statistics;
- Address users questions and comments directed to PDG;
- RPP ordering system maintenance;
- Preparing self-contained local versions of RPP web edition for different platforms;
- Improving RPP production environment structure;
- Developing utilities and new program features to improve quality of RPP and efficiency of operation;
- Configuration / maintenance / monitoring of backups and archives;
- Maintain authors list;